



## 1. TITLE: ACADEMIC INTEGRITY POLICY

- 1.1 Policy reference: CO-A-002-02
- 1.2 Category: Academic – Education
- 1.3 Approval date: July 2020
- 1.4 Approved by: Chief executive
- 1.5 Effective date: September 2020
- 1.6 Review/revision date: July 2021
- 1.7 Unit responsible: Learning team

## 2. Policy declaration

### 2.1 Purpose

The Royal New Zealand College of General Practitioners (the College) is committed to ensuring academic integrity is an integral part of its programme delivery. Registrars, Fellows and College staff are expected to engage in teaching, learning, research and related activities in a manner consistent with the values of academic integrity.

## 3. Background

### 3.1 Objectives

This policy:

- a. gives effect to the College's Academic Regulatory Framework for Quality Assurance (Part 4, Registrar Charter), GP Registrar Concerns and Complaints policy and procedure (CO-A-002-05/05A) and Appeals policy (CO-A-002-06)
- b. outlines the commitment to academic integrity expected of College staff, registrars and Fellows
- c. is made available to all registrars, Fellows and College staff.

### 3.2 In scope

An allegation of academic misconduct can be made by a College-employed, practice-employed and self-funded registrar enrolled in the General Practice Education Programme (GPEP or the programme), anyone enrolled in the College's Continuing Professional Development (CPD) programmes, a Fellow, College staff member and other individuals engaged in College duties and activities against one or more registrar/s or Fellow/s.

GPEP, the CPD programme and research activities (funded by the College, The Royal New Zealand College of General Practitioners Research and Education Charitable Trust (the Trust) and otherwise).

### 3.3 **Out of scope**

The College cannot provide direct legal assistance in any matter.

The College will not investigate or progress:

- › anonymous reports of academic misconduct based on hearsay
- › allegations of academic misconduct raised by another party on another individual's behalf
- › reports that are made more than twenty (20) working days after the incident or situation relating to the alleged academic misconduct occurred
- › alleged academic misconduct related to findings or decisions made about a registrar or Fellow by regulators or in other legal proceedings
- › an incident or situation related to academic misconduct that has previously been dealt with under these procedures.

## 4. **Definitions**

All definitions are available in the College's Academic Regulatory Framework for Quality Assurance (CO-A-001-00).

## 5. **General policy**

### 5.1 **Commitment to academic integrity**

5.1.1 The College is committed to a culture of academic integrity. Individuals are responsible for their conduct.

5.1.2 The College is committed to acknowledging Te Tiriti o Waitangi by working in partnership with Māori. The spirit of tikanga is to seek resolutions to disputes and complaints in a manner that encourages a facilitated open exchange of views, with a view to seeking consensus and acceptance from all parties.

5.1.3 The College expects that registrars and Fellows will abide by established ethical standards in relation to medical practice including educational and research activities.

5.1.4 Fellows engaged in College duties/activities are expected to fulfil the roles detailed in the relevant terms of reference.

## 6 **Academic misconduct**

6.1 Academic misconduct is seeking to gain for oneself, or assisting another person to gain, an academic advantage by deception or other unfair means.

6.2 Academic misconduct includes any breach of any rules relating to summative assessment including tests or examinations and any dishonest practice occurring in the preparation or submission of any work (whether in the course of an examination or not)

which counts towards the attainment of a grade in any course or otherwise occurring in connection with any summative assessment.

- 6.3 Registrars, Fellows, College staff members and other individuals engaged in College duties and activities are required to formally notify the College in writing if they have formed the reasonable belief that a registrar and/or Fellow within the College community has engaged in academic misconduct.
- 6.4 A registrar or Fellow of the College is considered to have engaged in academic misconduct if they:
- a. collaborate, share, or otherwise allow their work to be copied, in full or in part, by another for purposes of cheating;
  - b. copy, paraphrase or summarise another person's work or ideas from any source and represent it as their own work, without correctly acknowledging the original source (i.e. plagiarism);
  - c. copy from their own previously assessed work and present it as findings or discussion in a new piece of work/assessment task;
  - d. submit work that has been prepared for another purpose without permission or without self-referencing;
  - e. falsify data, information or citations;
  - f. wilfully act to prevent other registrars from completing their work;
  - g. look at the work of another person or copy from another person during an examination;
  - h. allow another person to look at their work or copy from them during an examination; and/or
  - i. contract a third party to undertake their examination or other assessment.
- 6.5 The College will take any instance of academic misconduct seriously. Penalties will range from a warning to suspension from the programme. Any instance of academic misconduct will be recorded on a registrar's and/or Fellow's file.

## 7. Procedural fairness

- 7.1 The College deals with all allegations of academic misconduct in a fair, transparent, valid and timely manner.
- 7.2 Personal information related to the allegation is strictly confidential to the College.
- 7.3 All parties named have the right to natural justice.
- 7.4 All reports of such behaviour will be reviewed and then investigated. Those accused of academic misconduct will be presumed innocent until proven otherwise.
- 7.5 All individuals associated with the College are deemed to be experienced in academic pursuits and fully aware:
- a. of what constitutes academic misconduct, and
  - b. that academic misconduct is unacceptable.

- 7.6 Any registrar/s and/or Fellow/s claim that they participated in academic misconduct because of inexperience, or because they were unaware of the requirements, will be disregarded.
- 7.7 An allegation of academic misconduct can be withdrawn by the individual/s who submitted the original report within ten (10) working days of the report being submitted to the College.

## 8. Academic Misconduct Committee

8.1 Allegations of academic misconduct that are of a serious nature and require a full investigation may be referred to the Academic Misconduct Committee (AMC) by the Head of Learning (or delegate).

8.2 Membership of the AMC will comprise:

- head of learning (or delegate)
- tumuaki Māori (or delegate)
- GP registrar representative from the Registrar’s Chapter
- other relevant and appropriate College representation as required, who are independent of the allegation
- College administrative/secretariat support.

### 8.3 Consequences of substantiated academic misconduct

8.3.1 If a determination of academic misconduct is made, the AMC may propose appropriate penalties to the Board of the College, as follows:

Affiliation with the College	Possible consequences
<b>Registrar</b>	Removal from the training programme; request refund of research funding.
<b>Fellow</b>	Expel the member (as per the College Rule 14.3 and 14.4), suspend the member (as per College Rule 15.1 and 15.2); request refund of research funding.

8.3.2 Instances of substantiated academic misconduct may be reported to the relevant regulatory authority or professional body, e.g. the Medical Council of New Zealand (MCNZ).

## 9 Appeal

9.1 Any registrar and/or Fellow who is dissatisfied with a decision made under these procedures may formally appeal the decision. All such applications must be made in accordance with the Appeals Policy (CO-A-002-06).

- 9.2 Formal appeals must be submitted within ten (10) working days of receipt of outcome of the AMC investigation.

## 10. Related policies, documents and legislation

- › Academic Regulatory Framework for Quality Assurance (CO-A-001-00)
- › Academic Integrity Procedure (CO-A-002-02A)
- › GP Registrar Concerns and Complaints Policy (CO-A-002-05)
- › GP Registrar Concerns and Complaints Procedure (CO-A-002-05A)
- › Supporting Registrars Policy (CO-A-002-04)
- › Special Consideration in Assessment and Reconsideration of Examination Results Policy (CO-A-003-02)
- › Special Consideration in Assessment and Reconsideration of Examination Results Procedure (CO-A-003-02A)
- › Appeals Policy (CO-A-002-06)
- › The College Rules

## 11. Administrative procedures

### 11.1 Promulgation of published policy

This policy will be available via the College intranet and website.